



## RDT Essentials

A **Remote Data Terminal (RDT)** is a device that records clock operations (e.g., Clock In, Clock Out) and immediately sends the information to **TimeClock Manager** where it can be reviewed by your management team. It may also provide self-service options such as viewing hours or schedules. This guide covers the **100/200 Series** terminal.

## Clock Operations

### Clocking In

1. Press **Clock In**.
2. Enter the employee number and press **Yes/Enter**.
3. On the confirmation screen, if the name is correct, press **Yes/Enter**.
4. If more than one clockable job code is assigned, it will prompt for a job code. Choose the job code (press F1 or to scroll) and press **Yes/Enter**.
5. If using the **Job Costing** module, it will prompt for a cost code. Choose each level (press F1 or F2 to scroll) and press **Yes/Enter**.

### Clocking Out

1. Press **Clock Out**.
2. Enter the employee number and press **Yes/Enter**.
3. On the confirmation screen, if the name is correct, press **Yes/Enter**.

### Going on a Break

1. Press **Start Break**.
2. If more than one break was created in **TimeClock Manager (Company > Company Defaults > Global tab > Breaks)**, the terminal will prompt for a break type. Choose the break with the corresponding number.
3. Enter the employee number and press **Yes/Enter**.
4. On the confirmation screen, if the name is correct, press **Yes/Enter**.

## Changing Job Codes

1. Press **Job Code**.
2. Enter the employee number and press **Yes/Enter**.
3. On the confirmation screen, if the name is correct, press **Yes/Enter**.
4. Choose the job code (press F1 or F2 to scroll) and press **Yes/Enter**.

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## Changing Cost Codes (Job Costing module)

1. Press **Cost Code**.
2. Enter the employee number and press **Yes/Enter**.
3. On the confirmation screen, if the name is correct, press **Yes/Enter**.
4. Choose each level (press F1 or F2 to scroll) and press **Yes/Enter**.

## Viewing Information

Employees may view their hours, schedule, accruals, or last punch from the terminal.



*To view hours or other information, the options must be enabled in TimeClock Manager ( **Configuration > Other Configurations > Clock Configurations > select a configuration > View Settings** ).*

1. Press **View**.
2. Choose the information to view by pressing the corresponding number.
3. Enter the employee number and press **Yes/Enter**.

## Submitting Time-Off Requests



*To submit a time-off request, the option must be enabled in TimeClock Manager ( **Configuration > Other Configurations > Clock Configurations > select a configuration > Operations** ).*

1. Press **View**.
2. Choose the Time-Off option by pressing the corresponding number.
3. Enter the employee number and press **Yes/Enter**.
4. Enter the date of the request and press **Yes/Enter**.
5. Enter the start time of the leave record and press **Yes/Enter**. When AM is selected, press F1 to move between AM and PM.
6. Press F2 to increase the number of days (for taking multiple consecutive days off) or F1 to decrease and press **Yes/Enter**.
7. Choose the leave job code (press F1 or F2 to scroll) and press **Yes/Enter**.
8. Verify the information is correct and press **Yes/Enter** to save the request.

**For assistance please call Customer Support at: (325) 223-9300**  
**Or visit us at: [Support.TimeClockPlus.com](http://Support.TimeClockPlus.com)**